

Job Description for the EcoHealth Network Executive Director

The Executive Director of the EcoHealth Network (EHN) will oversee the international activities of this young (two year old) nonprofit organization, including planning, organizing, motivating, and directing, its work while managing the new Boston area headquarters. The Executive Director will work alongside the Board of Directors to hire a Director of Communications and Outreach as well as the Manager of an online collaborative networking tool.

The mission of EHN is to support the expansion and effectiveness of ecological restoration activities around the world. EHN is committed to demonstrating how a culture of ecological restoration can support human health as well as meaningful livelihoods. While the management activities described above will be a large part of the Executive Director's role, it will be essential for the ED to be able to talk with people about their work in ecological restoration, and to understand the importance of these activities.

EHN website: <https://ecohealthglobal.org/>

DUTIES:

- 1) Develop and direct organizational strategy, including the creation of business plans.
- 2) Oversee day-to-day business activities.
- 3) Prepare comprehensive budgets.
- 4) Report on revenue and expenditures.
- 5) Oversee financial accounts.
- 6) Take responsibility for managing payroll, IRS and state compliance for nonprofit activities, and state and federal income taxes. This may include managing in-house personnel, finding and managing outside payroll or other services, and etc.
- 7) Manage and coordinate new hires.
- 8) Collaborate on the supervision of EHN staff, interns, fellows, regional ambassadors, consultants, and volunteers.
- 9) Participate in and sometimes lead development efforts, including identifying potential sources of support, writing proposals, interacting with donors, etc.
- 10) Help coordinate EHN events such as scientific workshops and fundraising efforts.
- 11) Create and manage marketing materials for EHN, such as a newsletter.
- 12) Work with the Science Director and Steering Committee to coordinate publications (i.e., books, papers, articles), advertise publications, and assist in other ways with distribution.
- 13) Communicate with the press, community members, professional organizations, colleagues, EHN members and affiliates, in the US and internationally, to tell the central narrative of EHN.
- 14) Supervise the management and content of EHN's Internet presence, including websites and social media.

EXECUTIVE DIRECTER REQUIREMENTS:

- A bachelor's degree
- Minimum two years of management experience
- Excellent organizational ability
- Good interpersonal skills
- Effective communications skills
- A solid knowledge of accounting, budgeting, financial management and marketing
- Deep concern for the health of the natural world
- An inclusive and caring attitude toward people
- The ability to work independently, and also to know when to seek assistance or guidance

Desirable:

- Fundraising experience
- Nonprofit management or volunteer experience
- Some foreign language capability
- Familiarity with science, especially ecology

Letters of recommendation will be required.

Interested applicants should apply through:

<https://ecohealthnetwork.applytojob.com/apply/IjWV5lmbQg/Executive-Director>